

Announcement No.:

Opening Date:                      Closing Date:

Title:                      Chief Architect  
                                 Office of E-Government and Information Technology

Location:                      Office of Management and Budget  
                                 Washington, D.C.

**AREA OF CONSIDERATION: All Qualified Persons.** This position has been designated as a Senior Executive Service (SES) Career Reserved position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

**DUTIES:** Under the general direction of the Administrator, Office of E-Government and Information Technology and the Chief Technology Officer, the incumbent is responsible for developing and implementing the Federal Enterprise Architecture (FEA), and the management and oversight of the FEA Program Management Office (PMO). The incumbent will be responsible for extending the FEA to the annual budget process with OMB and within agencies to provide a basis for cross-agency investment analysis as well as cross agency collaboration on major IT initiatives. Serves as an expert and leader in the development of enterprise architectural principles, and leads the implementation of actionable architecture throughout the Government. Develops working relationships and participates in negotiations with various committees both internal and external to OMB.

**QUALIFICATION REQUIREMENTS:** You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical and the Mandatory Management/Executive Qualifications related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: [www.opm.gov/ses/html/sesguide.htm](http://www.opm.gov/ses/html/sesguide.htm).

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

### **MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:**

1. Demonstrated knowledge of technical architecture designs, infrastructures, advanced corporate information systems concepts and state-of-the-art information technology frameworks, interfaces, protocols, practices, and principles related to IT systems including client/server and web-based applications, mainframe and distributed database systems, local area networks, and wide area networks.
2. Senior level experience in federal budgeting, management analysis, regulatory development, and legislative work; demonstrated experience in use of quantitative techniques, technical analysis, presentation of issues and recommendations to senior government officials, and negotiation of issues.

### **MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs):**

In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

**Note:** If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity **B** to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**Basis of Rating:** The Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

### **HOW TO APPLY:**

In order to receive full consideration, the following documentation must be received by the closing date of this announcement. Applicants must submit:

- \$ a resume, the Optional Application for Federal Employment (OF-612), SF-171, or any other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in the application;
- \$ applicant's latest SF-50, A Notification of Personnel Action@ (Federal employees only);
- \$ supplemental statement that addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles);
- \$ a supervisory appraisal; and,
- \$ Applicant Background Survey (optional).

**APPLICATIONS SHOULD BE SUBMITTED TO:**

Executive Office of the President  
Office of Administration  
Human Resources Management Division  
725 17<sup>th</sup> Street, N.W.  
Room 4013, New Executive Office Building  
Washington, D.C. 20503

***NOTE: Applications must be received in the Office of Administration, Human Resource Management Division, by the closing date of this announcement.***

**RETIREMENT SYSTEM:** New appointees to federal service will be covered by the Federal Employees Retirement System (FERS). Many of its features are Aportable@ so that employees who leave Federal employment may still qualify for the benefits. The system is flexible. Covered employees are able to choose what is best for their individual situation. The retirement system is a three-tiered retirement plan comprised of three components: (1) Social Security Benefits, (2) Basic Benefit Plan, and (3) Thrift Savings Plan Benefits. More information about FERS is available on OPM=s website at: <http://www.opm.gov/retire/html/retirement/fers.html>.

**SECURITY CLEARANCE:** A security clearance will be conducted.

**DRUG TESTING:** The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency=s random drug testing program.

Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, sex, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap.

**If you omit any of the required information specified in the Optional Form 510, AApplying for a Federal Job@, (copy attached) your application may be rated INELIGIBLE.**

**Applicants may request forms by calling the Federal Employment Information Center on (202)606-2100.**

**Users of the Telecommunications Device for the Deaf (TDD) may call: (202)395-1160.**

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**

